

The Kentucky State Board for Proprietary Education

January 20, 2012

A regular meeting of the Kentucky State Board for Proprietary Education was conducted on January 20, 2012 at the Office of Occupations and Professions in Frankfort, KY.

<u>Members Present</u> Bill Johnson, Chairman Jan Gordon, Vice Chairman Alison Cuentas David Keene Glen Wilham Lois Weaver Dr. Steve Meade Mike Powers <u>Members Absent</u> Vivian Nash	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator <u>Others</u> Brenda Allen, General Counsel Capt. Fred Williams, Kentucky State Police Dr. Tom Barron, Board Investigator Cindy Landry, ATA College
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Chairman Bill Johnson called the meeting to order at 10:20 am.

Approval of Minutes

Minutes of the December 16, 2011 meeting were presented for the Board's review. Mr. Powers made a motion to approve the minutes with minor revisions. Mr. Wilham seconded that motion and it carried unanimously.

Review of Financial Report

The Board reviewed financial report that ended on December 31, 2011. This no longer requires Board approval as it is strictly informational to Board members.

Board Elections

Mr. Keene spoke about Board Elections for Chairman and Vice Chairman and made a motion to nominate current Chairman Bill Johnson to serve another term as Chairman of the Board. Ms.

Gordon seconded that motion and it carried. Chairman Johnson accepted the nomination and will hold this seat until Board elections are held in January 2013. Dr. Meade made a motion to have current Vice Chairman Jan Gordon serve another term as Vice Chairman for the Board. Mr. Keene seconded that motion and it carried. Ms. Gordon will remain Vice Chairman for the Board.

Licensure Status Report

Ms. Lane presented the current Licensure Status Report to the Board. The report showed there are currently 122 Resident Schools and 30 Non-Resident Schools for a total of 152 licensed schools. There are 145 licensed school Agents and 24 CDL Instructors.

Executive Director Report

There was no Executive Director Report for the January meeting.

Board Administrator Report

Ms. Lane informed the Board of all actions that she had taken since the December 16, 2011 meeting. An approval letter was sent to Institute for Continuing Education, Inc. for their Change of Location application. The License Coach located in Dallas, Texas received an approval letter for their Application for a New Program. Emergency Medical Training Professionals, LLC also received an approval letter for their Application for a New Program. Lincoln College of Technology received an approval letter for their Application for a New Program at their Florence, Kentucky location. New Horizons Computer Learning Center received a denial letter for their Application for a New Program due to missing documentation. Dental Assisting Academy of Louisville, LLC received an acknowledgement letter for their Notification to Revise an Existing Program for Less Than 25%.

Ms. Lane reported she was able to fulfill four of the five Decker transcript requests received by the office.

Board Counsel Report

Ms. Allen reported she had received an email from Ms. Joan King of Nashville Auto-Diesel College regarding placing student's social security numbers on their transcripts. Ms. King requested only showing the last four digits of the student's social security number for safety purposes. Ms. Allen presented a draft letter that she proposed the Board send to the school making them aware that there are no existing statutes or regulations that prohibit them from

only using the last four digits of the number on all transcripts. Ms. Gordon made a motion to have Ms. Allen send the letter to the school. Mr. Keene seconded that motion and it carried.

Board Chair

Chairman Bill Johnson noted the current vacancies and asked Ms. Allen and Ms. Lane if those would be filled soon. Ms. Lane reported that Executive Director Courtney Bourne was aware of the situation and was working with the Governor's Office to fill those vacancies as soon as possible.

New Schools / Programs Committee

Application for a Resident School

Mr. Wilham made a motion to approve the Application for a Resident School submitted by Mid American Truck Driving School that will be located in Bowling Green, Kentucky pending an inspection by the Kentucky State Police and Board Investigator Tom Barron. Mr. Powers seconded that motion and it carried.

Application for Non-Resident School

Ms. Gordon made a motion to defer the Application for a Non-Resident School submitted by Data Connection LLC dba RealEstateCE.com located in Russellville, Tennessee. Ms. Gordon state the school application did not include the letter of irrevocable credit or proof a Surety Bond had been issued in the schools name. Mr. Keene seconded that motion and it carried.

Application for a New Program

Dr. Meade made a motion to approve all three Applications for a New Program submitted by Lincoln College of Technology located in Florence, Kentucky. The school will begin offering New Programs in Medication Assistant, Nursing Assistant, and Patient Care Technician. Ms. Gordon seconded that motion and it carried.

Mr. Keene made a motion to approve the Application for a New Program submitted by New Horizons Computer Learning Center in Lexington, Kentucky. The school will now offer a program titled, Healthcare Support. Ms. Cuentas seconded that motion and it carried.

Ms. Cuentas made a motion to approve three new programs submitted by Institute of Dental Technology at their Florence and Lexington, Kentucky campuses. The school will now offer Basic Business and Clinical Dental Assisting, Basic Expanded Duties Dental Assisting, and Basic Specialty Dental Assisting. Mr. Keene seconded that motion and it carried. Dr. Meade recused himself from the vote.

Notification to Revise an Existing Program for Less Than 25%

Dr. Meade made a motion to acknowledge receipt of the Notifications to Revise an Existing Program for Less than 25% from Spencerian College located in Lexington, Kentucky. Ms. Weaver seconded that motion and it carried. Dr. Meade recused himself from the vote.

Commercial Drivers License Committee Report

Mr. Wilham reported there were some advertisement concerns he had with a company out of St. Louis, MO that was working with a school in Kentucky. Mr. Wilham made a motion for Ms. Allen to send a letter stating they would need to apply for a Non-Resident License. Mr. Keene seconded that motion and it carried.

Complaint Review Committee Report

There are currently two complaints:

#2011-004 – is in process

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Investigator Report – Pending Inspections

Dr. Barron did not have any inspections to report. He will work on the pending ones from today's meeting and report back to the full board at the February meeting regarding their inspections.

Old Business

Ms. Allen reported the Audit Committee along with the Office of Occupations and Professions staff has been working on the New Member Orientation material. The audit recommended the Board begin an orientation process for new members.

Ms. Allen informed the Board that all Decker applicant files against the Student Protection Fund will have a final decision on their claim at the February meeting.

Ms. Allen also reported that she plans to keep close contact with Representative Meeks throughout this Legislative Session and will sit down with him to discuss the Board's proposed legislation.

Ms. Allen requested all members provide feedback regarding fee regulations. She would like more input on how the Board would like to proceed.

Travel and Per Diem

Mr. Powers made a motion to approve travel and per diem for all members that attended today's meeting as well as any member that traveled on Board related business since the December meeting. Mr. Wilham seconded that motion and it carried unanimously.

Adjournment

Mr. Wilham made a motion to adjourn the meeting. Mr. Keene seconded that motion and it carried unanimously.

Meeting adjourned at 11:21am.